

TELEPHONE QUOTATION SHEET

Date: _____

NOTE: See back of sheet for pertinent information and instructions in obtaining telephone quotations. This sheet must be attached to warrant request.

NAME: _____ AGENCY: _____ DELIVERY DATE: _____ REQUISITION #: _____

MINIMUM SPECIFICATIONS

QTY. ITEM

#1 _____
#2 _____
#3 _____
#4 _____

VENDOR: _____ SALESPERSON: _____
PHONE: _____ DELIVERY DATE: _____
DESCRIPTION #1: _____ UNIT PRICE \$ _____
(to include #2: _____ \$ _____
brand and #3: _____ \$ _____
model #) #4: _____ \$ _____

VENDOR: _____ SALESPERSON: _____
PHONE: _____ DELIVERY DATE: _____
DESCRIPTION #1: _____ UNIT PRICE \$ _____
(to include #2: _____ \$ _____
brand and #3: _____ \$ _____
model #) #4: _____ \$ _____

VENDOR: _____ SALESPERSON: _____
PHONE: _____ DELIVERY DATE: _____
DESCRIPTION #1: _____ UNIT PRICE \$ _____
(to include #2: _____ \$ _____
brand and #3: _____ \$ _____
model #) #4: _____ \$ _____

AWARDED TO _____

COMMENTS _____

SIGNATURE _____

DATE _____

GENERAL INFORMATION

Agencies are authorized to obtain telephone quotes for purchasing under \$5000.00 without the involvement of the Division of Purchasing provided that:

1. At least two (preferably three) telephone quotations are obtained.
2. Award is made to the vendor submitting the lowest quote meeting minimum specifications and delivery date established by the Agency.
3. Specifications and delivery date established by the Agency is reasonable and not restrictive.
4. The information requested on the front of this sheet is provided and the sheet is attached to the warrant request.

NOTE: Contact the Division of Purchasing if assistance in identifying potential vendors is required.

INSTRUCTIONS TO AGENCY:

During the process of obtaining telephone quotes **DO NOT** disclose any information of other quotes obtained (including price, delivery, brand, etc.). This violates the competitive nature of receiving quotes and is unfair to other vendors quoting. Afterward, prices are public information.

The proper procedure for obtaining telephone quotes is as follows:

1. Identify the Agency you represent.
2. Identify the item (s) of service required and any specifications; In describing specifications to vendors, features and functions or services desired should be the main focus. Brand Name/Model can be used however, approved equals must be considered in making award. Write down all pertinent information (front of this sheet) on specifications of items (s) being quoted by vendors, or deviations from specifications required by the Agency.
3. Give them the shipping destination and required delivery date.
4. Ask for unit price (including shipping) to supply the required item to the state. Unit price is the price of the item purchased including all shipping charges.
5. Ask for the number of days required for delivery.
6. After obtaining telephone quotes, determine which is the lowest meeting minimum specifications and required delivery date.
7. Notify the successful vendor of the award.
8. Attach this sheet to warrant request with invoice for payment.